

Procurement Process for Non-eBuy Purchases

Step-by-Step Requisition Instructions

1. Download [MSD Purchase Requisition Form](#).
2. Complete the form in its entirety. The requester must have an LBNL (LDAP) email address. Always include the project id, delivery location, clear and detailed item description, cost estimate, PI/supervisor name, plus your name, phone and email. Include clear, detailed information and material description; both an item number and/or catalog number along with the actual name of the item, and detailed vendor information, will help ensure your order is placed quickly and accurately. If you have a quote, include it with the Requisition form. If your item is custom and is not *off the shelf*, a quote is required. Check the Category Box. Please be sure the delivery location is clearly identified using building and room number. Do not use a mailstop as a delivery location.
3. Please enter the supervisor or Principal Investigator's name on the form.
4. Send the completed form to msdpurchasing@lbl.gov.
5. The MSD requisition preparer will enter the order into the Lab's epro system where it will go to a buyer. If your order is under \$2,000, MSD requisition preparer will use the division PCard to make the purchase, unless you are ordering precious metals or hazardous materials.
6. If a lab buyer has been assigned to your request, you will receive a system generated confirmation that your order has been received. It will list the buyer and the P.O. number, along with the buyer's telephone number. You will receive a second confirmation once the order has been placed. If the item was placed using the Division Pcard Rosemary will send confirmation with the pertinent information.
7. Your item will arrive at LBNL Bldg. 69 Central Receiving, where your package will be scanned and processed as received. A 'Receipt Report' will be included with your item.
8. LBNL Transportation will deliver your item to you. Again, clearly identify the location for delivery using building number or name and room number. Do NOT use mailstops as delivery location. If you would like to pick up your package from the shipping doc, please enter 00-0000 as the delivery Bldg./Room. Consider alerting a colleague to sign and accept delivery if you will be unavailable.
9. For all repairs going out of the laboratory, check for DOE tagging. Include model, serial number and DOE number on the requisition form. Remove DOE tag from equipment before boxing up for shipment if tag exists. Replace the tag on the equipment once the item is returned to you. PLEASE: Do not send out items for repair until you have received a PO number from procurement. Once you have received the PO number, call Rosemary (495-2645) for a shipping document. Place shipping document on the outside of the box and take to bldg. 69. If you need transportation to pick up your package, please let Rosemary know by writing "NEED PICK UP" on the Requisition Form.